



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

Office of School and Community Nutrition 2022-2023 Claim Processing Dates

Initial Claim Processing: Claims data must be entered in CNPweb by 5:00 p.m. on the 15th of each month to be processed and paid by the end of the month.

Final Claim Deadline: The final deadline for claims data to be entered is 60 days after the last day of the claim month. The claims reference sheet provides additional information, including details regarding late claims. If the 60th day falls on a holiday or weekend, claims must be entered by the following business day.

Claim Month	Initial Claim Due Date (for earliest payment)	Final Claim Deadline
July 2022	August 15, 2022	September 29, 2022
August 2022	September 15, 2022	October 31, 2022
September 2022	October 15, 2022	November 29, 2022
October 2022	November 15, 2022	December 30, 2022
November 2022	December 15, 2022	January 30, 2023
December 2022	January 15, 2023	March 1, 2023
January 2023	February 15, 2023	April 3, 2023
February 2023	March 15, 2023	May 1, 2023
March 2023	April 15, 2023	May 30, 2023
April 2023	May 15, 2023	June 29, 2023
May 2023	June 15, 2023	July 31, 2023
June 2023	July 15, 2023	August 29, 2023

Timeline for Submission of Claims

U.S. Department of Agriculture (USDA) program regulations require monthly claims for reimbursement, and any upward adjustments to monthly claims, to be submitted in a timely manner and no later than 60 days after the claiming month. Late claims/upward revision requests, using [the one-time exception form](#), need to be processed within 90 days after the last day of the claim month.

The one-time exception form can be found [here](#).

For details on how to submit a claim, please view [the CNPweb Resources Webpage](#) and look within the claims dropdown.